

CONFERENCE LEADERSHIP 1955 - 1956

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3 October 1955

MEMORANDUM FOR: All Training Liaison Officers
SUBJECT: Course in Conference Leadership

1. The Intelligence School will offer a course in Conference Leadership 14 November to 21 December 1955 in substitution for the Intelligence Briefing course scheduled for that period. It will meet in the Conference Room, [REDACTED] Mondays and Wednesdays, 0930-1130, for a total of 24 hours.

25X1A

2. The course is designed for officers in all components of the Agency who have responsibility for leading conferences, chairing large committees, and moderating discussion groups. The first four hours will be devoted to lecture-discussion on principles, techniques, planning, and problem solving; practice exercise for members of the class, followed by constructive criticism, will occupy the remaining time.

25X1A

3. [REDACTED] will be the instructor. He has effectively conducted similar classes for the Industrial College of the Armed Forces and the Foreign Service Institute.

4. The class will be limited to 16 students. Applications in excess of this number will receive priority consideration in subsequent offerings.

25X1A

5. Training requests should be submitted to the Registrar, OTR, Room 17, [REDACTED], by the close of business 7 November.

25X1A

[REDACTED]
MATTHEW BAIRD
Director of Training

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21 March 1956

MEMORANDUM FOR: All Training Liaison Officers

SUBJECT: Conference Leadership Course No. 2

25X1A 1. Conference Leadership Course No. 2 will be offered 16 April to 3 May 1956 in substitution for the Intelligence Briefing course scheduled for that period. It will meet in Room 2202, Alcott Hall, Mondays and Wednesdays, 0930 - 1130, for a total of 24 hours. [redacted] will be the instructor. [redacted]

25X1A

2. The course is designed for officers in all components of the Agency who are responsible for leading conferences, chairing large committees, and moderating discussion groups. The first two class sessions are devoted to lecture-discussion on principles, techniques, planning, and problem solving; the remaining sessions are devoted to applied exercises in which members of the class serve as leaders and participants. All exercises are subjected to constructive criticism.

3. The class will be limited to 16 students. Applications in excess of this number will receive priority consideration in subsequent offerings.

25X1A 4. Training requests should be submitted to the Registrar, OTF, Room 17, [redacted] by the close of business 9 April.

25X1A

[redacted]
Acting Director of Training

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